

Firm/Company Name:	Reed Smith	Website:	
Job Title:	Executive Assistant	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:		Posted By:	Joann Winterle
Location:	Philadelphia	Travel:	
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Melissa Lang	Date posted:	7/12/2022

How to Apply: (Fax, Email, Mail, Link, etc.):

<https://recruit.reedsmith.com>

Job Description

Brief Summary: Provides practice support to a group of lawyers, while maintaining proactive contact with attorneys, administrative staff, clients, and vendors. Observes confidentiality of client and firm matters. Must work well in a team, assist with overflow work, maintain an excellent rapport with service departments and follow procedures and guidelines. Delivers further value as an integrator/facilitator of work streams and as a communicator who links the leadership team, clients and broader organization.

Duties: Essential Functions:
 Supports a group of lawyers;
 Prioritizes and organizes tasks, streamlines operations to the appropriate personnel, acts in a proactive manner;
 Works as a team player with other EAs, coordinates with service departments, follows procedures to deliver high quality outcomes;
 Works with service groups such as travel management and expenses, event management;
 Supports the client billing process;
 Understands nature of legal work and how it relates to specific clients;
 Handles highly specialized tasks in areas such as litigation, real estate and intellectual property.

Skills/qualifications: Education: High School Diploma or its equivalent. College degree or equivalent experience is preferred.
 Experience: At least three years recent experience as an executive assistant in the legal industry. Some litigation experience is preferred.
 Skills: Resourceful and adept at acquiring new skills. Approaches work with the mindset of continuous improvement. Ability to read and write English in order to perform routine office correspondence. Ability to organize and prioritize workload. Ability to use good judgement in decision making and take initiative in anticipating needs. Proficiency and high level of use with: (1) Microsoft Office Word, Excel, PowerPoint, including but not limited to using styles and formatting tools in word, creating black lines, inserting excel charts into word